

Monthly Report

July 1, 2007 through July 31, 2007

Project Title

Montana Department of Transportation (MDT) One Stop Shop for Traveler Information

Principal Investigator

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Program Manager
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Research Assistants

The work performed under this contract has been performed by PBS&J with the assistance of our subcontractors, Current Transportation Solutions and ETC Institute.

Introduction

This first monthly report covers the period from July 1, 2007 through July 31, 2007. During that month, the PBS&J team continued work on the early tasks in the project.

The next section provides an overview of the project objective. The report then provides an overview of the progress completed during the previous month, and compares anticipated budget and work to the project schedule.

Project Objective

The objective of this project is to develop an implementation plan for a one-stop shop for traveler information, with a focus on traveler information needs for the transportation-disadvantaged, including the elderly, disabled, and poor. In addition, the plan should address traveler information needs for tourists.

Work Progress

We performed the following tasks:

- Developed plan for gathering information from constituencies not represented at the focus groups.

Issues

The focus group members were primarily from the human services community. We will likely need to conduct some one-on-one interviews with selected transportation and transit providers to get their feedback. Scheduling these interviews has taken more time

than was initially expected, so the schedule for the project has slipped. A revised schedule is included with this report. Line 23 shows the need to gather additional information. Other changes on the schedule include:

- the deletion of the items related to the mid-project meeting, as we have determined that the meeting isn't necessary
- Shortened time frames for tasks 3.1.5, 3.1.6, and 3.1.7, to ensure that, to the extent possible, we stay on schedule.

Major Accomplishments or Discoveries

The major accomplishment this month was the completion of the focus group report.

Work Projection

During the next month, we plan to complete the following activities:

- Continue interviews with additional stakeholders as needed.
- Continue work on the implementation plan.

Financial Report

Table 1 on the following page shows the current financial status of the project as of the end of June, 2007. Note that the financial summary lags behind the progress report by one month.

Table 1: One-Stop Shop Financial Summary

Task	Initial Cost	Expended to Date	Percent Expended	Amount Remaining	Percent Remaining	Estimated Percent Complete
Finalize Research Plan	\$ 7,318	\$ 5,680	77.6%	\$ 1,638	22.4%	100%
Review Transportation Information Systems	\$ 8,685	\$ 6,900	79.5%	\$ 1,785	20.5%	85%
Identify Current Technologies	\$ 9,349	\$ 6,400	68.5%	\$ 2,949	31.5%	85%
Review existing MT Information Services	\$ 8,043	\$ 2,500	31.1%	\$ 5,543	68.9%	50%
Determine Public and User Needs	\$ 35,000	\$ 10,218	29.2%	\$ 24,782	70.8%	55%
Determine Additional Needs	\$ 12,753	\$ 2,500	19.6%	\$ 10,253	80.4%	20%
Determine Best Options	\$ 4,559	\$ 1,678	36.8%	\$ 2,881	63.2%	35%
Recommend Implementation Approach	\$ 3,757	\$ 2,100	55.9%	\$ 1,657	44.1%	55%
Review Funding Options	\$ 3,446	\$ 3,283	95.3%	\$ 163	4.7%	95%
Review TranPlan 21	\$ 2,075	\$ 2,044	98.5%	\$ 31	1.5%	100%
Implementation Plan	\$ 16,344	\$ 3,363	20.6%	\$ 12,982	79.4%	25%
Kick-Off Meeting	\$ 4,961	\$ 4,274	86.2%	\$ 687	13.8%	100%
Mid-Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Final Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Project Summary Report	\$ 1,335	\$ -	0.0%	\$ 1,335	100.0%	
Monthly Progress Reports	\$ 3,414	\$ 2,146	62.8%	\$ 1,269	37.2%	63%
Total	\$ 130,963	\$ 53,087	40.5%	\$ 77,877	59.5%	
		Actual	Projected			
State Fiscal Year 2007 Expenditures		\$ 53,087	\$ 97,872			
Federal Fiscal Year 2007 Expenditures		\$ 53,087	\$ 97,872			

